




Department of Permitting Services

Division of Commercial Building Construction

255 Rockville Pike, 2nd Floor, Rockville, Maryland 20850

ADMINISTRATIVE POLICY

Year	POLICY
2018	Preliminary Screening of Fire Alarm and Fire Protection Documents.
<p><u>SCOPE</u></p> <p>1.0 This administrative policy shall apply to preliminary screening of fire alarm and fire protection systems plans and documents.</p> <p><u>PURPOSE</u></p> <p>2.0 The purpose of this policy is to establish guidelines for the preliminary screening of fire alarm and fire protection system documents.</p> <p>2.1 All plans and documents are required to be submitted on-line in pdf format. Prior to submittal, an in person meeting or on-line meeting can be established to assist the applicant(s) and designer(s) in their design and reduce overall plan review time as well as the number of submissions necessary for plans approval.</p> <p><u>DEFINITIONS</u></p> <p>3.0 Plan Review Process- The process of a plans examiner conducting a review on the information submitted with a permit application.</p> <p>3.1 Preliminary Screening- The process of conducting a cursory review of information planned for submittal prior to a permit application being made. The process is facilitated by a plans examiner and involves members from the system design team.</p> <p><u>Procedures</u></p> <p>4.0 The screening meeting must be arranged with a DPS plan examiner(s) via phone, email or other means acceptable to DPS.</p> <p>4.1 The screening is scheduled for 1 hour. Additional screenings can be scheduled as needed.</p> <p>4.2 The designer or a qualified individual must participate in the meeting.</p> <p>4.3 A list of deficiencies will be created upon request and sent to an e-mail address.</p> <p>4.4 Additional deficiencies discovered in the permit process will be addressed plan review process.</p>	

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<p><u>RESPONSIBILITIES</u></p> <p>5.0 It is the responsibility of the Manager to implement this procedure.</p>		
Policy No. FPCC 6-2018	Date October 26, 2018	Division Chief  Hemal Mustafa